



Glynn County Recreation and Parks Department
Facility Rental Agreement – Non-County Events/Tournaments

RENTER INFORMATION

Renter's Name Organization:
Address: City: State: Zip:
Phone (Home): Phone (Cell): Date of Birth:
Email Address:

EVENT INFORMATION

Event Name:
Requested Event Date(s): Est. # Participants/Teams:
Start Time (includes set-up): End Time (includes clean-up): Est. # Spectators:
Type of Event/Tournament/Purpose of Rental:

Event Info (Please answer all questions):

- 1. Will revenue be collected (i.e. entry fees, sponsorships, gate admission, other)?
2. Will outside vendors be used to sell event/tournament merchandise?
3. Will food/concessions be served/available? If yes, how will food/concessions be provided (i.e. catered, food vendor, etc.)?
4. Will you have a DJ, band, or other amplified system? If yes, please specify:
5. Will your total estimated participation/spectators be more than 100 attendees? If yes, you must apply for and obtain a Public Conduct Permit from the Glynn County Police Department/Police Chief at least two weeks prior to the event/tournament. Depending on the size/nature of your event, GCPD may require off-duty security. Renter is responsible for cost of off-duty security (if applicable).
6. Do you wish to serve alcohol? County Ordinances prohibit serving and/or selling alcoholic beverages at most Glynn County Recreation and Parks Department ("GCRPD") parks. If you answered yes, GCRPD will provide guidance on specific park rules and regulations pertaining to alcohol.
7. Does your organization have general liability insurance? If yes, please list insurance provider and amount.

I have read and understand the GCRPD rules, regulations, policies, and procedures provided in this rental agreement and agree to obey and follow the rules, regulations, policies, and procedures pertaining to use of the facility/facilities at all times. I understand that it is my responsibility to ensure that all participants, spectators, and guests in attendance at the event/tournament follow and abide by said rules, regulations, policies, and procedures and that violation of such may be grounds for immediate termination of the event/tournament without refund. I understand Glynn County reserves the right to refuse and/or suspend rental privileges of any facility to any individual, group, or organization that has in the past violated any Glynn County ordinance, rules, regulations, policies, and procedures, or has shown a disregard for persons or property, or who in the opinion of Glynn County did not conduct themselves in a peaceable and appropriate manner.

Signature Date

Please complete Facility Information listed on page 2 of this agreement.

FACILITY INFORMATION

Circle the LOCATION(S) you are requesting and place an “X” next to the facility/facilities you want to reserve:

LOCATION	FACILITY REQUESTED	FIELD LOCATION / NAME / NUMBER	DAILY FEE	NUMBER OF EVENT DAYS
North Glynn Recreation Complex		Tennis Courts 1-2	\$200	
		Tennis/Pickleball Courts 3-4	\$200	
		Tennis/Pickleball Courts 5-6	\$200	
		Tennis/Pickleball Courts 7-8	\$200	
		Skate Park	\$100	
		Outdoor Volleyball Courts	\$200	
		Outdoor Basketball Court	\$100	
		Disc Golf Course	\$400	
		Freshwater Lake	\$100	
Demere Park		Skate Park	\$100	
Sterling Park		Horseshoe Pits	\$100	
Epworth Park		Tennis Courts 1-2	\$200	
		Tennis Courts 3-4	\$200	
		Tennis Courts 5-6	\$200	
		Tennis Courts 7-8	\$200	
		Bocce Courts 1-2	\$50	
Neptune Park		Miniature Golf Course	\$500	
Kings Park		Tennis/Pickleball Courts 1-2	\$200	
		Pickleball Courts 1-2	\$200	
		Pickleball Courts 3-4	\$200	
		Outdoor Basketball Court	\$100	
Blythe Island Regional Park		Lake Cindee (Freshwater Lake)	\$100	
Selden Park		Tennis/Pickleball Courts 1-2	\$200	
		Outdoor Basketball Court	\$100	
Howard Coffin Park		Tennis/Pickleball Courts 1-2	\$200	
		Tennis Pickleball Courts 3-4	\$200	
Ahmaud Arbery Park		Outdoor Basketball Court	\$100	
Baldwin Brookman Park		Tennis/Pickleball Courts 1-2	\$200	
		Outdoor Basketball Court	\$100	
Northwood Estates		Tennis/Pickleball Courts 1-2	\$200	

FEE INFORMATION

The Event Deposit and Facility Rental Fee are required to reserve a facility for a non-County event/tournament. Events that require Event Staff support must be scheduled at least thirty (30) days prior to the scheduled event date. The Event Staff schedule will be based on the level of support required for the event (as determined by GCRPD). Event Staff Fees will not be charged if Event Staff is not needed to support an event.

Per County policy approved April 7, 2022 by Glynn County Board of Commissioners: Fees are charged to renters who are for-profit, charge registration and/or admission fees, solicit sponsors for the event/tournament, or will profit or generate revenue from said event/tournament.

- **Event Deposit: \$100 per event**

- Failure to follow Glynn County Recreation and Parks Department (“GCRPD”) rules or failure to leave the facility in the same condition in which it was found will result in forfeiture of deposit.
- If the event is cancelled by the renter less than forty-eight (48) hours prior to the event, the Event Deposit is forfeited.

- If the event is cancelled by GCRPD due to unforeseen circumstances, maintenance issues, or weather-related issues, the Event Deposit will be refunded.
- If there are no outstanding issues that would result in forfeiture of the Event Deposit, the Event Deposit will be refunded within thirty (30) days after a completed event.
- Event Deposits may be carried forward to a future event with approval of GCRPD.
- **Facility Rental Fee: See Table Above**
 - Facility Rental Fee includes access to the facility rented. Park amenities such as restrooms, concession stands, etc. are not available at all parks. GCRPD staff will inform the renter of available amenities. The County is not responsible to provide temporary amenities for an event.
 - Facility Rental Fees are per day per facility as listed in the Table above. These fees are not pro-rated for partial day use.
 - Facility rented is available during regular park hours. Park hours vary per park. Events may not begin before 8am and must end at least one hour before the park closes. GCRPD staff will inform the renter of available hours.
- **Event Staff Fee: \$25 per hour per employee**
 - GCRPD will determine if Event Staff are needed to support the event to help with restroom maintenance, trash pick-up/removal, etc. Generally, one (1) employee will be scheduled to support an event. The employee will be paid by GCRPD.
 - Depending on the nature and size of the event, GCRPD reserves the right to require additional staff to be on-site during an event. The renter will incur any additional staff costs.
 - GCRPD will invoice the Renter for the balance due after the event based on the actual number of hours worked by Event Staff.
 - Failure to submit payment for Event Staff will result in cancelation of all future rentals on Glynn County property and loss of rental privileges for the renter and organization.

GLYNN COUNTY RECREATION AND PARKS POLICIES AND PROCEDURES FOR NON-COUNTY EVENTS/TOURNAMENTS

1. Procedure:
 - A. A completed Facility Rental Agreement – Non-County Events/Tournament is required to make a reservation. Renter must be at least twenty-one (21) years of age.
 - B. Rentals are on a first come, first served basis. Per County policy, each facility listed in the Table above can only be rented for non-County events/tournaments four (4) times per calendar year.
 - C. Reservations are not guaranteed until all paperwork has been completed, submitted, reviewed and approved by GCRPD, and payments have been made.
 - D. GCRPD will issue a rental permit to the renter.
 - E. Requests for rentals made less than thirty (30) days prior to an event requiring staff are not guaranteed. GCRPD staff will notify renter if request for rental is approved.
 - F. If the event will attract one hundred (100) or more participants and/or spectators, the renter may be required to obtain a Public Conduct Permit from Glynn County Police Department. Chapter 2-26 of the Glynn County Code of Ordinances (GCCO) outlines Public Conduct regulations and requirements. It is the responsibility of the renter to obtain the Public Conduct Permit. If a Public Conduct Permit is required, the rental event/tournament will not be approved until the permit is submitted to GCRPD regardless if GCRPD paperwork has been submitted and payment has been made.
 2. Park Rules, Regulations, and Ordinances:
 - A. Renter agrees to adhere to all County rules, regulations, policies, procedures, laws and ordinances.
-

- B. Fireworks, explosives, firearms, and devices which discharge projectiles by any means are prohibited in any facility and on any facility grounds. (Ch 2-11-7 GCCO)
 - C. Alcoholic beverages are prohibited at all facilities. (CH 2-11-6 GCCO)
 - D. Smoking is prohibited. (Ch 2-25-4 GCCO)
 - E. Excessively loud noise will not be tolerated and will be determined by Glynn County Police Department. (Ch 2-9-55 GCCO)
 - F. Animals are not allowed within the fenced confines of athletic and playground areas. (Ch 2-4-5 GCCO)
 - G. Use of tents, sunshades, pop-ups, or any other shelter that requires driving spikes into the ground for stabilization must be approved by GCRPD.
 - H. Banners and signs promoting the event/tournament, sponsors, etc., may be hung at the facility on the day(s) of the event/tournament. (Refer to County Zoning Ordinance. Article VIII Signs)
 - I. Any equipment brought to the facility must be removed after the event. GCRPD is not responsible for any items left at the facility overnight.
 - J. Concession stands at North Glynn Recreation Complex are operated by an approved vendor under contract with the Glynn County Board of Commissioners. Additional concession operations at North Glynn Recreation Complex are not permitted without advanced approval of GCRPD.
 - K. Food vendors (if applicable) must comply with all rules, regulations, and policies of the County, together with all other applicable local, state, and federal laws. Food vendors shall possess or obtain a County occupational tax certificate, food permit, and Georgia Sales Tax Reporting Number prior to vending concessions at the event/tournament.
 - L. Event/tournament merchandise vendors shall possess or obtain a County occupational tax certificate and Georgia Sales Tax Reporting Number prior to vending any items at the event/tournament. These vendors must comply with all rules, regulations, and policies of the County, together with all other applicable local, state, and federal laws.
 - M. Renter is responsible to ensure premises are cleaned and all trash disposed of after the event. All facilities shall be cleaned prior to vacating premises. Failure to clean up all trash will result in forfeiture of deposit.
 - N. Unauthorized vehicles and motorized equipment are not permitted in the ball field plaza areas, court surfaces, sidewalks, trails, etc.
 - O. Upon request, renter shall provide a copy of a current Certificate of Liability Insurance policy (\$1,000,000 minimum). Glynn County Board of Commissioners, 1725 Reynolds Street, Brunswick, GA 31520 should be listed as an additional insured and the policy must include a "hold harmless" clause to protect the County.
 - P. GCRPD reserves the right to cancel any event or to restrict access to the facilities due to an emergency situation, severe weather, vandalism, poor weather or playing conditions or damage to facilities that could cause safety concerns.
 - Q. Violation of any rule or regulation that governs GCRPD programs and facilities will be cause for forfeiture of deposit and barring such individual and/or organization from any future reservation of any Glynn County facility and for the immediate termination of the facility use permit issued pursuant to this application.
 - R. The individual or organization requesting the facility will be responsible for any damage or violation of these rules and regulations.
3. Lightning Policy and Procedure:
- A. Renter and rental guests should immediately leave open facilities and suspend all outdoor activities if lightning is observed or thunder is heard. Everyone should immediately seek shelter in a secure building or vehicle and remain sheltered until twenty (20) minutes after the last sign of thunder or lightning.
 - B. Lightning Prediction Systems are located in several park locations. If the lightning prediction system sounds a warning (one 15-second blast of horn), renter and rental guests should leave open/outdoor/uncovered facilities and immediately seek shelter. Participants may return to the facility when the system gives an all-clear signal (three 5-second blasts of horn). Regardless if the system sounds or not, participants should always seek shelter when thunder and lightning occur.
-

LIABILITY WAIVER AND RELEASE

I, _____, personally and as the agent for the requesting organization, hereby covenant and agree to release, acquit, and forever discharge GLYNN COUNTY, GEORGIA, ITS OFFICERS, AGENTS, and EMPLOYEES from any and all actions, causes of actions, claims or demands for damages, costs, expenses, compensation, consequential damage, or any other claim resulting or to result from an occurrence or accident, including bodily or personal injury, that happened during the use of the facility. Furthermore, to the fullest extent permitted by law, the applicant, shall indemnify and hold harmless GLYNN COUNTY, GEORGIA, ITS OFFICERS, AGENTS, and EMPLOYEES from and against claims, damages, losses and expenses arising out of or resulting from my acts or omissions or those of the participants using the facility in accordance with my permit, whole or in part, while using the facility. This indemnity shall not apply to acts of omissions caused by the lone, sole negligence or misconduct of any person seeking indemnity.

I have read and fully understand this Rental Agreement and will adhere to the rules and regulations as stated in this agreement.

Signature of Renter: _____ Date: _____

OFFICE USE ONLY

Deposit: Amount Due: _____ Amount Paid: _____ Payment Info: _____

Rental Fee: Amount Due: _____ Amount Paid: _____ Payment Info: _____

Staff Fee: Amount Due: _____ Amount Paid: _____ Payment Info: _____

GCRPD Representative: _____ Date _____